

Approved

**CARNEGIE LIBRARY OF PITTSBURGH  
BOARD OF TRUSTEES MEETING MINUTES  
Monday, October 9, 2023 - 4 p.m.  
Carnegie Library of Pittsburgh  
CLP-East Liberty – Meeting Room 3**

**Present:**

Joel Bernard  
Molly Brean  
Marc Brown  
Kenyokee Crowell  
Patrick Dowd  
Amy Ericson (remote)  
Trish Gadson  
Carolyn Hess Abraham  
James Hill  
Sue Kirsch  
Bruce Kraus (remote)  
Andrew McEvoy (remote)  
Laura Miller  
Alice Mitinger  
Deborah Moss  
Jake Pawlak  
Carol Robinson  
Patricia Siger  
Erika Strassburger  
Gia Tatone  
Lou Testoni  
LaShawnda Thomas  
Allegra Wiles  
Sylvia Wilson  
Greg Zovko (remote)

**Trustee Emeriti Present:**

Frank Lucchino  
Betsy Watkins

**Community Committee Members Present:**

Nick Certo

**Present by Invitation:**

Linda Barsevich  
Sarah Beasley  
Molly Bennett  
Hannah Brizzi  
Ron Graziano  
Richard Hudic (remote)  
Andrew Medlar

**Absent:**

Jay Costa  
Sam DeMarco III  
Jim Galitsis  
Deb Gross  
Bethany Hallam  
Frances Jordan  
Theresa Kail-Smith  
Barbara Logan  
Lafe Metz  
Dan Miller  
John Rhoades  
Ken Spruill

Mary Monaghan  
Lauren O'Keeffe  
Deborah Rogers  
Carlton Stout  
Jennifer Styran  
Karlyn Voss

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I. Welcome and Call to Order

Mr. Dowd welcomed the Board of Trustees and called the meeting to order.

II. Approval of the July 17, 2023 Board Meeting Minutes

On a motion duly made and seconded, the minutes from the July 17, 2023 meeting were unanimously approved.

III. Chair's Report

Mr. Dowd spoke to the Board about the meeting's agenda and timeline for the meeting.

IV. President & Director's Report

Mr. Medlar opened his report by introducing the new Coordinator of Strategic Initiatives, Lauren O'Keeffe.

Mr. Medlar shared the Q3 2023 Stats Sheet with the Board and reported on the Summer Reading statistics. There was a 45% increase in people participating in the program and 71% increase in the total number of books read and logged over the year before. Work has begun on the 2024 Summer Reading plan. The theme will be sports-related.

V. Committee Reports

A. Facilities Committee

Ron Graziano provided an update to the committee on the fire at CLP-Main and the facilities projects happening at CLP-East Liberty and CLP-Homewood.

The fire at CLP-Main occurred on Sunday, September 17, 2023, around 10:30 AM, EST. The fire was quickly extinguished. The entire fire event, which was the time the fire started until the fire department left the property was approximately three hours. The insurance company, Travelers Insurance, was notified that day and a disaster recovery service company was on site the following day. They brought 80 fans and air scrubbers and about 100 employees on site to clean. CLP-Main lost all controls for the HVAC system, fire and security systems, door access controls, and the public address system. Melted wire and cable caused the bulk of the smoke and odor. The air handling unit fans will be down until the controls and wiring can be restored. The IT switch was up and running within three days. The Library reopened within three days once air quality was deemed to be safe. The cause of the fire is considered unknown after an investigation by the insurance company and the fire department. The mechanical room has begun to be cleaned. Fans to the various floors of CLP-Main library will be turned on soon, as ductwork is being cleaned. The main piece of ductwork for one of the air handling units will need to be removed and replaced. The heating and cooling coil and fan motor are in good shape and won't need to be replaced. It will take at least two months to begin to get controls up and running again. The Oliver Room, Bamboo Court Magazine Room, Preservation Lab, President's Office Suite and Lecture Hall were all unaffected. Stacks are being cleaned. Yinz Coffee reopened this past Thursday. EiNetwork offices were unaffected. An insurance claim with Travelers Insurance has been

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filed. There is a \$25,000 deductible. CLP-Main is adding operable windows to the third floor. A purchase order has been issued for the windows and CLP-Main is waiting for them to be fabricated and installed. It was suggested by the Board to have multiple switches in case the Library needed backup, and staff confirmed that we do. As a safeguard/improvement, the new IT switch will be physically located immediately outside of the mechanical room. CLP-Main will identify a new location for a new switch in the long-term. This project will require design drawings and will need to be competitively bid. The Board will continue to get updates on this work. There was a question from the Board about what improvement opportunities are coming from this event. Mr. Graziano has a spreadsheet identifying and tracking all of the anticipated improvements CLP is making to the spaces and systems as a result of the fire.

The 2<sup>nd</sup> floor buildout of the unfinished space at CLP-East Liberty is underway. The Board previously approved the budget for approximately \$2 million. The successful bidder is Shannon Construction. Work began about a month ago and is expected to be completed by January 2024.

Work to repair the stone façade over the entrance of CLP-Homewood is about 85% complete with substantial completion expected by October 27. It was noted that the Board should be thinking about a long-term capital maintenance plan to support these kinds of needs in the future.

#### B. Finance Committee

The committee shared an update on the markets. Unrealized gains on equity are up almost 17% and fixed income is up almost 2%. The Library is well-diversified in the global markets but continues to be impacted by recent global events. The Finance committee voted unanimously to seek RFPs for the management of its portfolio. That process is underway and BilkeyKatz is assisting in the process. On Oct. 11, 2023, the team will review the executive summary that BilkeyKatz has provided. Interviews are planned for November.

There is a large variance between the YTD budget surplus and the YTD actual surplus because of the Employee Retention Credit. The Employee Retention Credit was received from the Department of Treasury in the amount of \$5.5 million dollars. The decision was made to not budget for it until the check was received. There is underspending in the area of salaries and benefits. Surpluses are being deployed to assist with deferred maintenance.

The committee thanked RAD for the 4% increase for CLP included in their proposed 2024 budget to cover operating funding and county-wide e-resources, Cooperative Allegheny Libraries Support, and more.

Regarding financial stability, the Finance Committee will be working closely with the Strategic Plan to create good projections.

The Board was presented with a Resolution to support a Quit Claim agreement. A private collector acquired a book with a nameplate that implied that at some point in the past it had been the property of Carnegie Library of Pittsburgh. However the Library could not determine if the book was part of the actual collection as there was no evidence of deaccession or sale. After legal counsel was consulted, the Library

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recommended accepting \$9,000 to clear our claim on this title. On a motion duly made and seconded, the Resolution for the Library to relinquish any claim on the book for \$9,000 was approved unanimously by the Board.

#### C. Development Committee

The committee announced the recent arrival of the new Director of Development, Laura SanBoeuf Paris. Total fundraising is at \$2.6 million, or 44% of goal for the year. Donations to the Love Your Library campaign in September are still being tabulated, but early results indicate that approximately \$260K has been received from 900 donors, which is slightly below results from 2022. The Library is grateful to the Jack G. Buncher Foundation for their support of Love Your Library. POTENTIAL, the CLP – Board of Trustees Endowment Match Program continues to be a useful tool to encourage contributions to endowment. The Library hosted numerous successful events this fall, including the CLP Retiree Luncheon and Mr. Medlar and Mr. Aker's Strip District Mixer. The Board was encouraged to participate in fundraising by making their own gift or hosting their own event. Giving Tuesday is on Nov. 28, 2023.

#### D. External Relations Committee

The Board was briefed on the status of the RAD sales tax revenue performance. YTD revenue through October is \$112.5 million and is 9.6% higher than YTD 2022. At RAD's September 28 meeting, they announced a 2024 preliminary budget allocation that includes a 4% increase for various line items allocated to Carnegie Library of Pittsburgh. The final 2024 RAD budget will be approved on Nov. 30. Several CLP patrons and partners intend to write letters or provide in-person testimony in support of the RAD funding for the library at the RAD public budget hearing on October 26. Shared Services is now called Cooperative Allegheny Libraries Support (CALS). The new website management project is underway. CLP's next quarterly meeting with the RAD Library Committee is October 19.

The next Board Branch Tour is November 11 at 9 am. The Board will be visiting the Library Support Center and CLP-West End, CLP-Beechview, and CLP-Brookline.

The committee thanked County Council Members Sam DeMarco and Bethany Hallam for sponsoring the Love Your Library Proclamation in September.

#### E. Committee on Trusteeship

The new Trustees have been connected with their Mentors, and committee assignments have been finalized. The Board was reminded to submit their Conflict-of-Interest Forms and also to RSVP to Board and Committee meetings. The Board was made aware that the Board Demographics & Skills Survey will be coming out soon.

#### F. IDEA Committee

The committee report began by remarking about the image of the house included in the Strategic Plan and noted that the foundation of the house is inclusion, diversity, equity, and accessibility. The committee's work is to support the Board of Trustees in the implementation of IDEA in all areas of governance. The committee reviewed the Board Equity Statement and Resolution signed in 2021 and discussed the Vibrant Index Report for CLP. Vibrant Pittsburgh's recommendations offered how to integrate IDEA

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principles throughout the organization and continued Board work. The key tenets that the committee wants to be sure stay at the center of the work are that diversity is a fact, equity is a choice, inclusion is an action, and belonging is an outcome. Vibrant Pittsburgh also outlined imperatives to ensure successful leadership, including looking at Board composition and how the Board serves as internal and external advocates for IDEA efforts. They suggested further training and making sure the Board supports the work of the CLP team and affinity groups. The IDEA committee will be a lens for carrying out the Strategic Planning work and how we hold ourselves accountable. Resources and learning opportunities will be offered.

## VI. Strategic Plan

After the committee chairs reported out to the Board, the Board took a dinner break and began a group discussion about the Strategic Plan. Mr. Medlar addressed the Board on the Mission, Vision, and Values of the Strategic Plan. Mr. Medlar thanked the Executive Committee, the Library Senior Staff, the Board and the community for contributing their thoughts and ideas to the Strategic Plan. Mr. Medlar reviewed the process that was followed, which included soliciting feedback from community leaders and other library stakeholders, Board, Staff, donors, community partners, and the public. The Board was reminded that the process included surveys, one-on-one interviews, roundtable discussions, and open forum community sessions. Mr. Medlar thanked Ms. Tatone for assisting in the analysis of the data. Mr. Medlar laid out next steps, which will include staff synthesizing content from the Board meeting, ongoing discussions throughout November, and a proposed revised draft to the Executive Committee for discussion at their November 28 meeting. The proposed final version will be sent to the Board in early December for one last review prior to the Board's December 11 meeting.

The Board reviewed the Strategic Plan document, including the strategic priorities. The Board engaged in a robust discussion about the Mission Statement and if the wording was accessible to the broader community. Mr. Medlar mentioned that the Mission Statement would be something the organization would live by and that it would be seen visually throughout the library as well as out in the community. The Board reviewed the proposed Values and Core Services. Ms. Rogers addressed the Board about changing the word "values" (inclusion, diversity, equity, and accessibility) to "foundational practices." The Board discussed Core Services and the use of the word "people-" in the list. The Board also collaborated on the proposed Vision Statement and the use of the word "community" and the Board and Library's role in it.

At this time, the Board broke into four small groups to discuss the nuances of the Strategic Plan in a more intimate setting. Afterward, the groups reported back about one thing that stood out from their conversations. This included the Board asking about how we intend to evaluate progress on the plan and how the library continues to evolve based on feedback about changing community needs.

## VII. Executive Session

An Executive Session was not held.

## VIII. Adjournment

There being no further business, the meeting adjourned at 7:07 pm.

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